J-Notes: Description and Usage

What are J-Notes?

J-Notes are electronic temporary notes that can be attached to an application. Unlike the "note to file" or F-note form, they are not part of the record and are not viewable by the public.

J-Notes are NOT meant to replace e-mail. Think of a Post-It® note and how much you could/would write on it. If your note is more than a line or two, you should use an email.

What is the purpose of J-Notes?

J-Notes should be used for instructions to others concerning actions required on a file. Ideally, notes by the LIE concerning reasons for suspension, instructions concerning petitions by the Petitions staff, OG query information and the like will be the typical subject matter contained in a J-Note.

Where are J-Notes in the system and how does the user find them?

PCTRAM (the web version) now has a link that allows you to view or create J-Notes for a case. Alternatively, from the Trademark Home Page, beside "General," you can click on "View/Create J-Note". This feature will be available August 16, 2005.

Who can access J-Notes?

To create or view J-Notes you must either be a USPTO employee or an authorized contractor. In general, "authorized contractor" means that you have authorized access to an employee number that allows TRADEUPS or FAST access.

The system tracks the employee number of the person who creates the note, marks it completed and deletes it, along with the date and time the action was taken.

How does the user access J-Notes?

The first time J-Notes are accessed each day from a workstation, the user of that workstation is required to enter an employee number. After that, the employee number is automatically put on the sign-in page. If you share your workstation, please make sure that YOUR number is in the box. (And yes, you do have to go through the sign-in page each time – even from PCTRAM.)

Here is the J-Note sign-in page:

Trademark Services Online

J-Notes Request

**These web pages are for the use of PTO employees and authorized contractors only.
Use of these web pages without authorization or for purposes for which authorization
has not been extended is a violation of federal law and can be punished by fines or imprisonment.**

Enter Serial Number: [ ] **Enter Employee Number:** [ ] Search

(To Go BACK Use BACK Button on Your BROWSER Tool Bar)

Back to || TRAM || PALM || ASSIGNMENT || OASIS || Home Page

What will the user see when accessing J-Notes?

Once signed in, if that particular application contains J-Notes, the user will be presented with a list containing the title of the note, the date and time the note was created and either the name or employee number of the person who created the note.

Example of existing J-Note:

You are signed in as BISHOP, JOAN L
If this is not you, change your Employee Number (Click Here) and Click 'Search'

J-Note Added

Go To Add a J-Note

#	Title (Click to Open/Close J-Note)	Date	Time	Author	Status	Action
1	Initial note	08/16/2005	11:20:16	BISHOP, JOAN L		Delete

Add a J-Note

Title

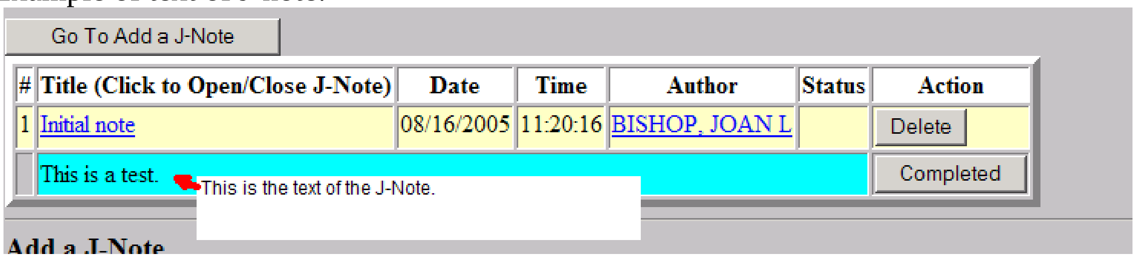
J-Note

Add J-Note

Enter Serial Number: 76123479 **Enter Employee Number:** 67604 Search

Clicking on the title of the note shows the complete text of the note. Clicking on the title a second time will close the body of the note and return the user to the list of titles.

Example of text of J-note:



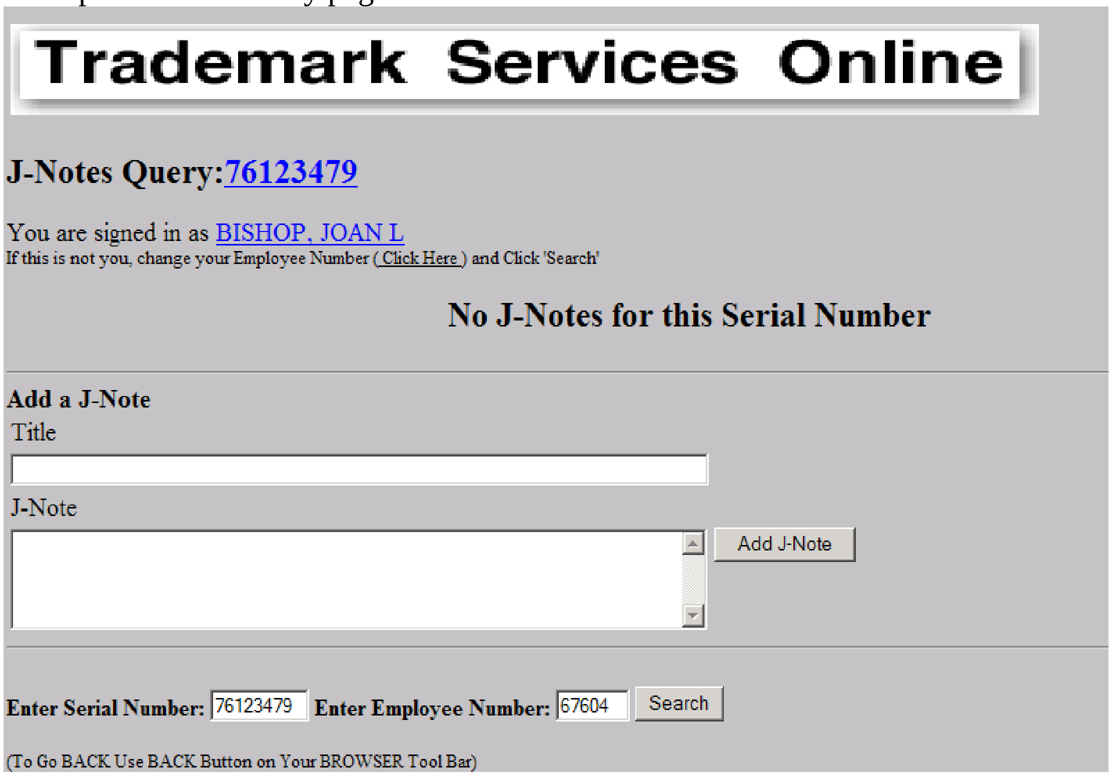
How does the user create a new J-Note?

To create a J-Note, put an entry in the title (subject) of the J-Note. You MUST specify a title. The body of the J-Note is optional. When the note is completed, click the "Add J-Note" button. To access the fields to enter a note may require you to scroll or alternatively you can click on the 'Go To Add a J-Note'. (Clicking on the 'Go To Add a J-Note' will put the cursor in the Title box.)

The text entered in the "J-Note" box gets displayed back EXACTLY as entered. This is not a word processor. If words break across a line when you enter them, they will be displayed exactly the same way. Use the 'Enter' key to make things readable.

Please note: J-Notes cannot be edited or added to once the "Add J-Note" button has been clicked.

Example of J-Note entry page:



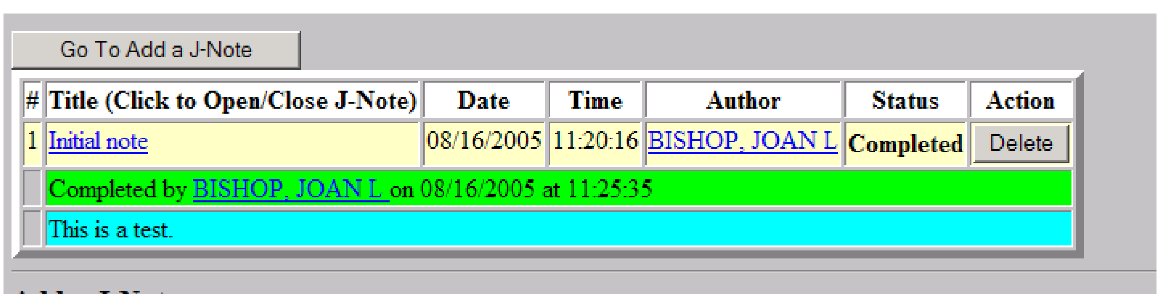
How does the user correct a J-Note added in error?

If you created the J-Note, you can "Delete" it, using the delete button in the J-Note. J-Notes are not really deleted from TRAM; they are just no longer visible to any user. A gap in the number sequence of J-Notes usually indicates that a J-Note has been deleted.

To correct the note, delete the one entered in error and enter a new one.

What is the COMPLETED button and when is it used?

If you take action based on the content of a J-Note, you can mark it "Completed". Your name and the time you completed the task will be captured. This does NOT take the place of any TRAM transactions you are required to do for a task. It is only the equivalent of dating and signing a note.



1/17/06: From Joan. Please be careful when seeing a previously rejected case and realize that cannot rely solely on the Jnote and that you must ALSO look at the case to see if the correction has been made. In many instances, the Law Offices simply neglect to mark the Jnote complete.

2/1/06 – from Joan: If the managers disagree with your proofer's bounce, they will hit the "completed" button and charge the file back to LOC 657 putting it back into the proofer's queue. When you see that the file has been completed in Jnotes, that is your signal that you can assign the OG date and not re-bounce the file.

2/2/06 – From Leslie: For files that are flagged lost where there is no data in TICRS to proof, note the problem in Jnotes and bounce the file back to the Law Office for action.